



# CITY OF HOUSTON

## Job Posting

1  
2  
3  
4  
5  
6  
7  
8  
  
9  
  
10  
11  
12  
  
13  
  
14  
15  
16  
17  
  
18  
19  
20

<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
<b>Job Classification</b>	<b>MANAGEMENT ANALYST III</b>
<b>Posting Number</b>	<b>PN# 105997</b>
<b>Department</b>	<b>Fire Department</b>
<b>Division</b>	<b>Logistics Command</b>
<b>Section</b>	<b>Administration</b>
<b>Reporting Location</b>	<b>1205 Dart</b>
<b>Workdays &amp; Hours</b>	<b>M - F, 8 a.m. - 5 p.m.*</b>

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Establish rules and parameters to compile and interpret statistical data related to fire department operations and performance. Data includes, but is not limited to, fire/ambulance response times from dispatch to on-scene arrival and completion of the incident. Establish databases using appropriate computer software. Compile, develop and distribute data identifying various types of fires, including fatalities. Determine, catalog, chart and graph fire causes, whether from smoking, candles, cooking, etc. Serve as primary liaison to other commands and departments if necessary, i.e., City and HEC IT, to gather data. Obtain EMS statistics for various types of medical incidents, including number of cardiacs, save rate, drugs used and their effectiveness. Perform as lead analyst by providing guidance to statistical team members. Distribute assignments in a fair and equitable manor. Perform other duties and projects as requested.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Public Administration, Business Administration, Finance or a field directly related to the job.

**MINIMUM EXPERIENCE REQUIREMENTS**

Four (4) years of experience in accounting, budget analysis, finance, public administration or a field directly related to the job are required.

**MINIMUM LICENSE REQUIREMENTS**

NONE

**PREFERENCES**

Prefer background in data analysis and management, excellent computer skills and knowledge of fire and emergency medical service.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**      ☐ Yes    ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 21  
\$1,211.00 - \$1,660.00 Biweekly      \$31,486.00 - \$43,160.00 Annually

**OPENING DATE**

July 27, 2005

**CLOSING DATE**

Open until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer